

Southern & Western Wyoming Type 3 IMT Operations Guide 2015

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APPENDICES

A: Incident Commander Toolbox

B: Planning Toolbox

C: Logistics Toolbox

D: Finance Toolbox

E: Safety Toolbox

Standard Operating Procedures:

1. There will be 3 permanent Type 3 teams formed within the dispatch area. The teams will be dispatched from their respective dispatch centers. They will be on a two week rotation beginning in late-June and ending in September. If a team is assigned during its rotation period, the next team in rotation does not come up. Requests for additional type 3 teams will be filled from the cadre list or other availability list in the dispatch centers. During planning level 5, the dispatch centers should contact members on the cadre list to determine availability for a team commitment of one week rotations for a second and third team. These teams will be configured the same as the permanent teams, as available resources permit.
2. In the case of Command and General Staff (C&GS) positions that are identified as shared, a clear decision will be made prior to a team's on-call period which individual will be filling the position for that time. This will be made on the Friday before the on-call period conference call with the Incident Commanders (ICs) dispatch centers, and Fire Management Officers (FMOs). The ICs for that on-call period will inform the dispatch centers as to the full roster for that period.
3. When using a Type 3 organization or incident command organization, a manager must avoid using them beyond the Type 3 complexity level. Current incident complexity guidelines (such as those in the Red Book) will be utilized to determine incident complexity. Circumstances may exist where a transition to a type 1 or 2 team is necessary and the Type 3 team must manage the incident until the transition can take place.
4. A Type 3 IC or OSC will not serve concurrently as a single resource boss or have any non-incident related collateral duties. The IC will be responsible for command and general staff positions not filled.
5. Trainee assignments will be utilized as much as possible during these local incidents. The IC will determine how many and what positions will have trainees assigned. Other trainee positions will be considered and filled on a case by case basis.
6. An approved Incident Action Plan (IAP) will be developed for operational activities on the incident. As appropriate an IAP may be developed to cover multiple operational periods.
7. An operational briefing will be completed for all incoming resources and before each operational period. Refer to the current Incident Response Pocket Guide for outline.
8. The Incident Commander is responsible to establish a clear chain of command.
9. The IC in conjunction with the Command and General Staff will ensure roles and responsibilities are clearly understood. The IC should delegate and clarify assignments to other team members and personnel. The IC is responsible to ensure that span of control is not exceeded on the incident for all positions.
10. Ordering will typically be handled by the Logistics Section Chief (LSC) directly through the responsible dispatch center. Based on team configuration the IC may change the ordering to other functional positions.
11. To make ordering simple, orders may be placed by using the "Operations Supply Order" form.
12. The IC, Operations and Logistics must work closely to ensure ordering is consolidated and orders placed in a timely fashion. Dispatch needs to notify the team if resource and supply ordering procedures are becoming a burden on the dispatch center operations.
13. The local duty officer should monitor the incident's impacts on the dispatch center operations to consider activating expanded dispatch when necessary. Should expanded dispatch be activated close coordination is

necessary between personnel on the incident, dispatch, expanded dispatch, and the local procurement and cache personnel to ensure orders are placed correctly and adequate documentation is available after incident personnel are demobilized.

14. Procedures for ICS-209's and spot weather forecast requests need to be clarified with dispatch in the initial stages of team mobilization. The IMT is responsible for submittal of an ICS-209 daily. Submittal of a 209 update will occur as required by dispatch workload timeframes, taking into account communications capability from personnel on the incident. Ideally spot weather requests will occur early in an operational period.
15. If an incident will require 24 hour staffing a clear definition of who will assume the IC role and other chief and group positions during the night shift needs to be determined. The minimum qualification level of these individuals needs to be determined well in advance of the shift change. Structure of the relief organization for a night shift should fit the complexity anticipated for nighttime management of the incident. The IC will determine this and should discuss possibilities with the appropriate Duty Officer and/or Agency Administrator.
16. The IC and Agency Administrator (or their specified representative) will schedule daily briefings to cover the day's events. These briefings can be in a format mutually agreed to by the IC and Agency Administrator.
17. The IC is granted authority to modify team structure to meet his/her needs as long as agency policy is adhered to.
18. The Plans Section Chief (PSC) is responsible for preparing the final documentation in accordance with the guidelines given in "IMT Instructions for Incident Records Management" in Appendix B.
19. The Finance Section Chief (FSC) is responsible for preparing the final documentation in accordance with the guidelines given in "Wyoming Type 3 Finance Package Guidelines" in appendix D.
20. The IC trainee position will be filled according to the priority listing under the position listing in the cadre listing. If the first trainee is unavailable to take the assignment, the second person on the list will be notified to fill the position for that call out period.

2015 Type III IMT Rotation

The two-week on-call period runs from 0001 hours MDT on Sunday to 2400 hours MDT on Saturday.

Team	Availability Dates
1	6/28 – 7/11
2	7/12 – 7/25
3	7/26 – 8/8
1	8/9 – 8/22
2	8/23 – 9/5
3	9/6 – 9/19

IMT Rosters - 2015

Team 1 – June 28- July 11 and August 9-22, 2015

Position	Name	Home Unit
ICT3	Paul Hutta / Paul Swenson	WY-BTF
OPS		
DIVS	Jerry Johnson	WY-BTF WY-BTF WY-SUX
Plans	Mary Greenwood	WY-BTF
Logistics	Matt Selleck Keith Sunshine	WY-GTP WY-BTF
Finance	Carol Harwood Barbara Johnson	WY-BTF WY-SUX
Safety		
Information	Nan Stinson	WY-BTF

Team 2 – July 12-25 and August 23-September 5, 2015

Position	Name	Home Unit
ICT3	Kevin Cahill / Ben Renfro	WY-HDD
OPS	Scott Davis	WY-AUX
DIVS	Lance Jorg	WY-BTF
Plans		
Logistics	Steve LaRosa Mike Cahill	WY-GTP WY-BTF
Finance	Gloria Thomas	WY-SUX
Safety		
Information		

Team 3 – July 26- August 8 and September 6-19, 2015

Position	Name	Home Unit
ICT3	Ron Steffens Andy Hall	WY-GTP WY-GTP
OPS		
DIVS	Adam Hansen	WY-BTF
Plans	Lawrence Ashton	WY-HDD
Logistics	Dana Stone	WY-UNX
Finance	G Michelle Gwin	WY-BTF
Safety		
Information		

TYPE 3 INCIDENT COMMANDER TRAINEES

WAYNE PETSCH
DAVID GOMEZ
CHIP GERDIN
DEB FLOWERS